

FIG.3B

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| FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP<br><br>VIEW TAG <b>EMAIL TAG</b>  |  |
| REFERENCE CODE: _____<br>SOFTWARE USED (AUTO) _____<br>SOFTWARE VERSION (AUTO) _____<br>OTHER STORAGE MEDIA _____<br>WORKSTATION OF ORIGIN (AUTO) _____<br>DOCUMENTS ORIGINAL VERSION (AUTO) _____<br>PREPARED BY (AUTO) _____<br>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____<br><br>TYPE OF DOCUMENTS (DROP DOWN MENU) _____<br>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)   |  |
| CLIENT NAME _____ (DROP DOWN MENU)<br>CLIENT # _____ SCAN MATCH THE CLIENT NAME<br>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #<br><br>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____<br><br>DATE (AUTO) _____<br>TIME (AUTO) _____<br><br>FILL IN BOX FOR TEXT NOTES _____<br><br>DOCUMENT VERSION NUMBER _____<br><br>(AUTO IF YOU USE SAVE AS COMMAND)<br><br>AUTHORITATIVE VERSION YES      NO<br><br>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU<br>FOR FURTHER INFORMATION) |  |
| < PREVIOUS <b>NEXT &gt;</b> PRINT >      10/20/98  |  |

FIG. 8A

|  |  |
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| <input type="button" value="FILE"/> <input type="button" value="EDIT"/> <input type="button" value="MESSAGE"/> <input type="button" value="TRANSFER"/> <input type="button" value="MAILBOX"/> <input type="button" value="SETTINGS"/> <input type="button" value="SPECIAL"/> <input type="button" value="HELP"/>   |  |
| <input type="button" value="VIEW TAG"/> <input type="button" value="EMAIL TAG"/>   |  |
| <p>REFERENCE CODE: _____</p> <p>WORKSTATION OF ORIGIN (AUTO) _____</p> <p>DOCUMENT'S ORIGINAL VERSION (AUTO) _____</p> <p>PREPARED BY (AUTO) _____</p> <p>DIVISION/DEPARTMENT _____</p> <p>NETWORK USER'S EMPLOYMENT NUMBER (AUTO) _____</p> <p>USER PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</p> <p>CLIENT NAME _____ (DROP DOWN MENU)</p> <p>CLIENT# _____ SCAN MATCH THE CLIENT NAME</p> <p>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #</p> <p>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</p> <p>DATE(AUTO) _____</p> <p>TIME(AUTO) _____</p> <p>DOCUMENT VERSION NUMBER _____</p> <p>(AUTO IF YOU USE SAVE AS COMMAND)</p> <p>AUTHORITATIVE VERSION YES NO</p> <p>CROSS REFERENCED TO: (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</p> <p>TYPE OF DOCUMENTS (DROP DOWN MENU)</p> <p>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER)</p> <p>NOTES: _____</p> |  |
| <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="PRINT"/> <input type="button" value="10/21/98"/>   |  |

FIG. 8B

|   |          |
|---|----------|
| <input type="button" value="FILE"/> <input type="button" value="EDIT"/> <input type="button" value="MESSAGE"/> <input type="button" value="TRANSFER"/> <input type="button" value="MAILBOX"/> <input type="button" value="SETTINGS"/> <input type="button" value="SPECIAL"/> <input type="button" value="HELP"/>  |          |
| <input type="button" value="VIEW TAG"/> <input type="button" value="EMAIL TAG"/>  |          |
| <p>REFERENCE CODE: _____</p> <p>CLIENT NAME _____ (DROP DOWN MENU)<br/>SCAN, MATCH THE CLIENT NAME</p> <p>PROJECT# _____ SCAN CLIENT NAME AND CLIENT #</p> <p>PURPOSE OF DOCUMENT (DROP DOWN BOX) _____</p> <p>DATE (AUTO) _____</p> <p>TIME (AUTO) _____</p> <p>SOFTWARE USED (AUTO) _____</p> <p>WORKSTATION OF ORIGIN (AUTO) _____</p> <p>DOCUMENTS ORIGINAL VERSION (AUTO) _____</p> <p>PREPARED BY (AUTO) _____</p> <p>PASSWORDS AND LOG IN VERIFICATION (AUTO) _____</p> <p>DOCUMENT VERSION NUMBER _____</p> <p>(AUTO IF YOU USE SAVE AS COMMAND)</p> <p>AUTHORITATIVE VERSION YES NO</p> <p>CROSS REFERENCED TO (LIST DOCUMENT CODES IN DROP DOWN MENU, CLICK MENU FOR FURTHER INFORMATION)</p> <p>TYPE OF DOCUMENTS (DROP DOWN MENU)<br/>(LEGAL, CORRESPONDENCE, PERSONNEL, ACCOUNTING, FINANCE, OTHER, NOTES)</p> |          |
| <input type="button" value="PREVIOUS"/> <input type="button" value="NEXT"/> <input type="button" value="PRINT"/>  | 10/20/98 |

FIG. 8C

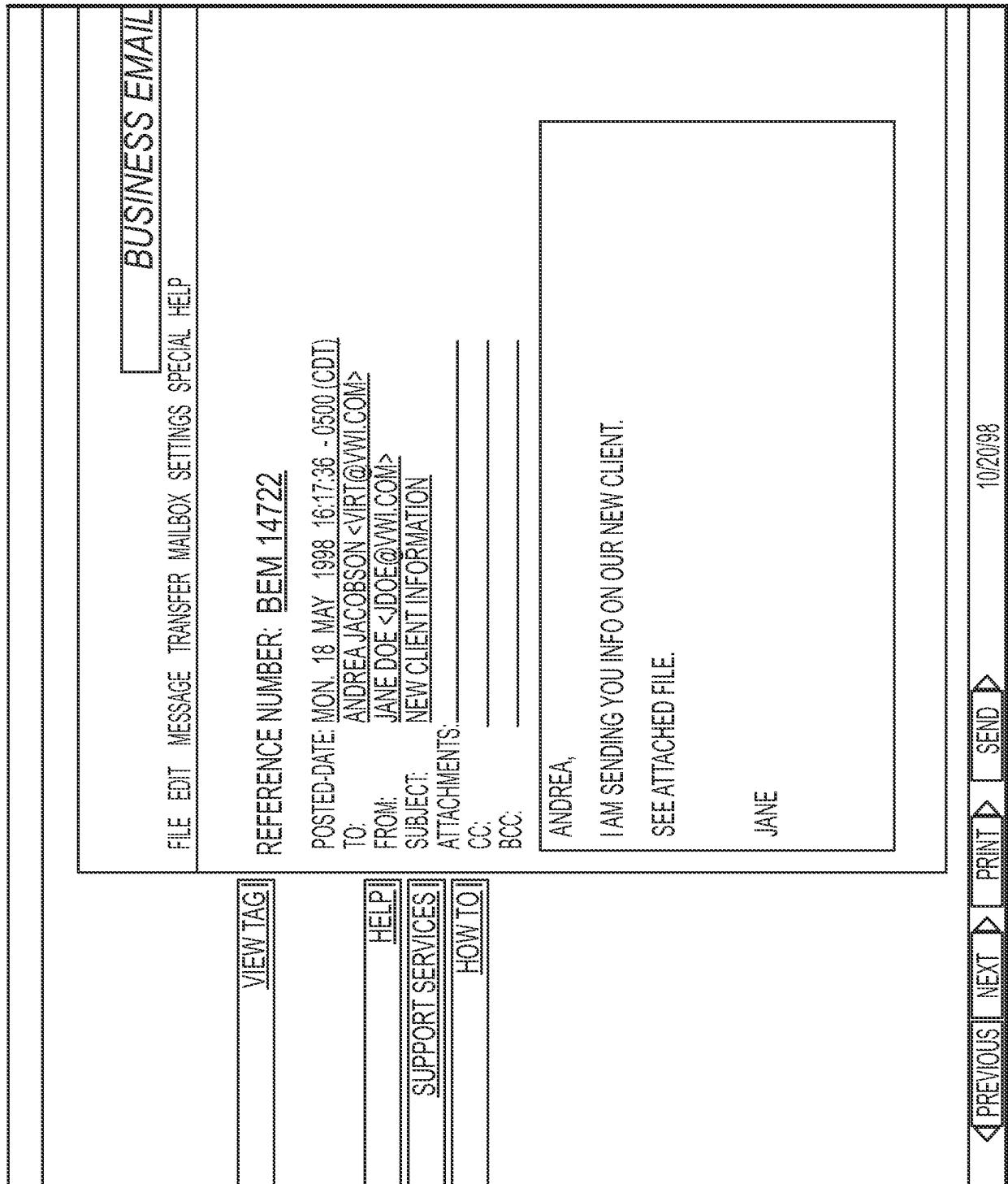


FIG. 9

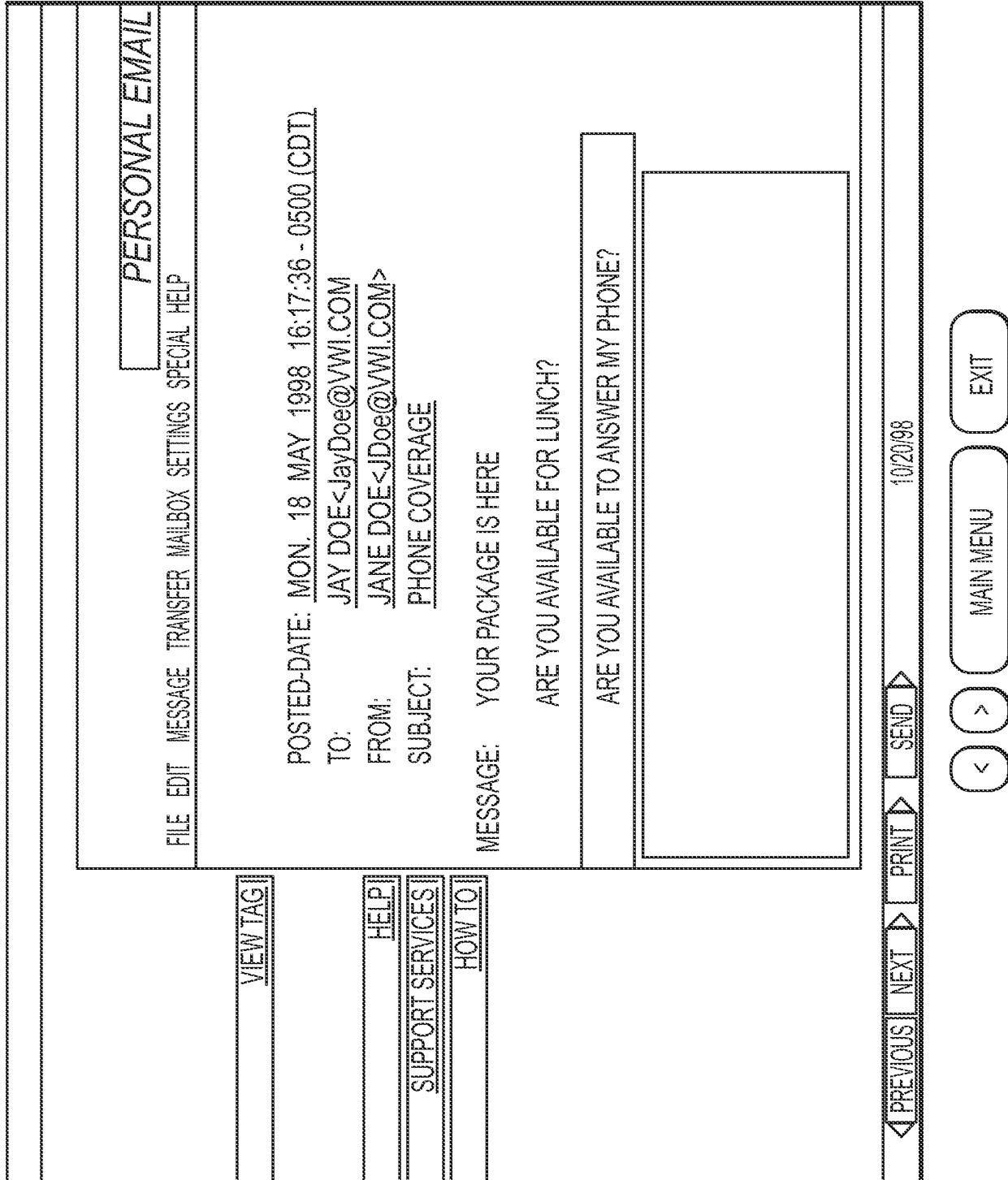
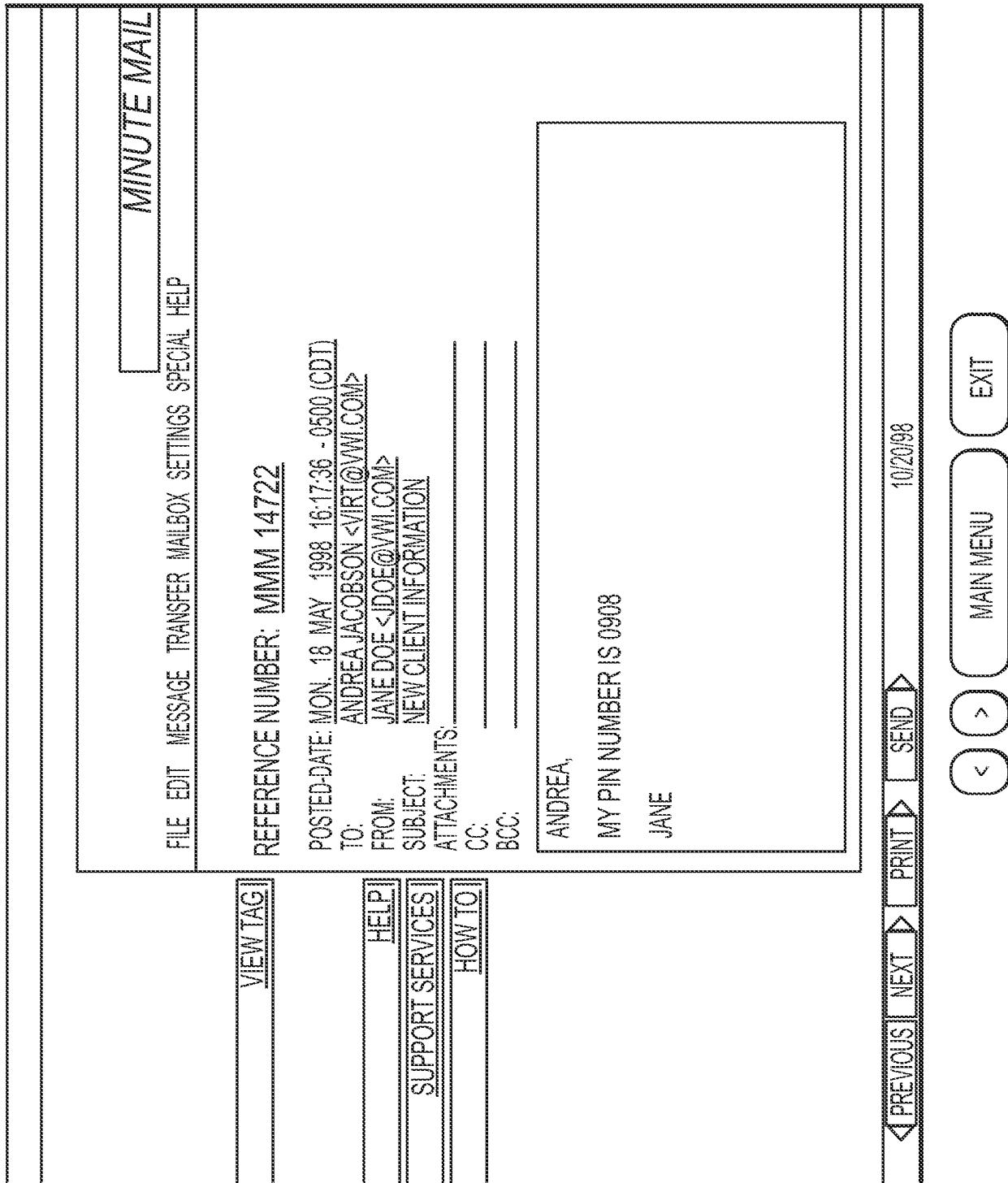


FIG. 10



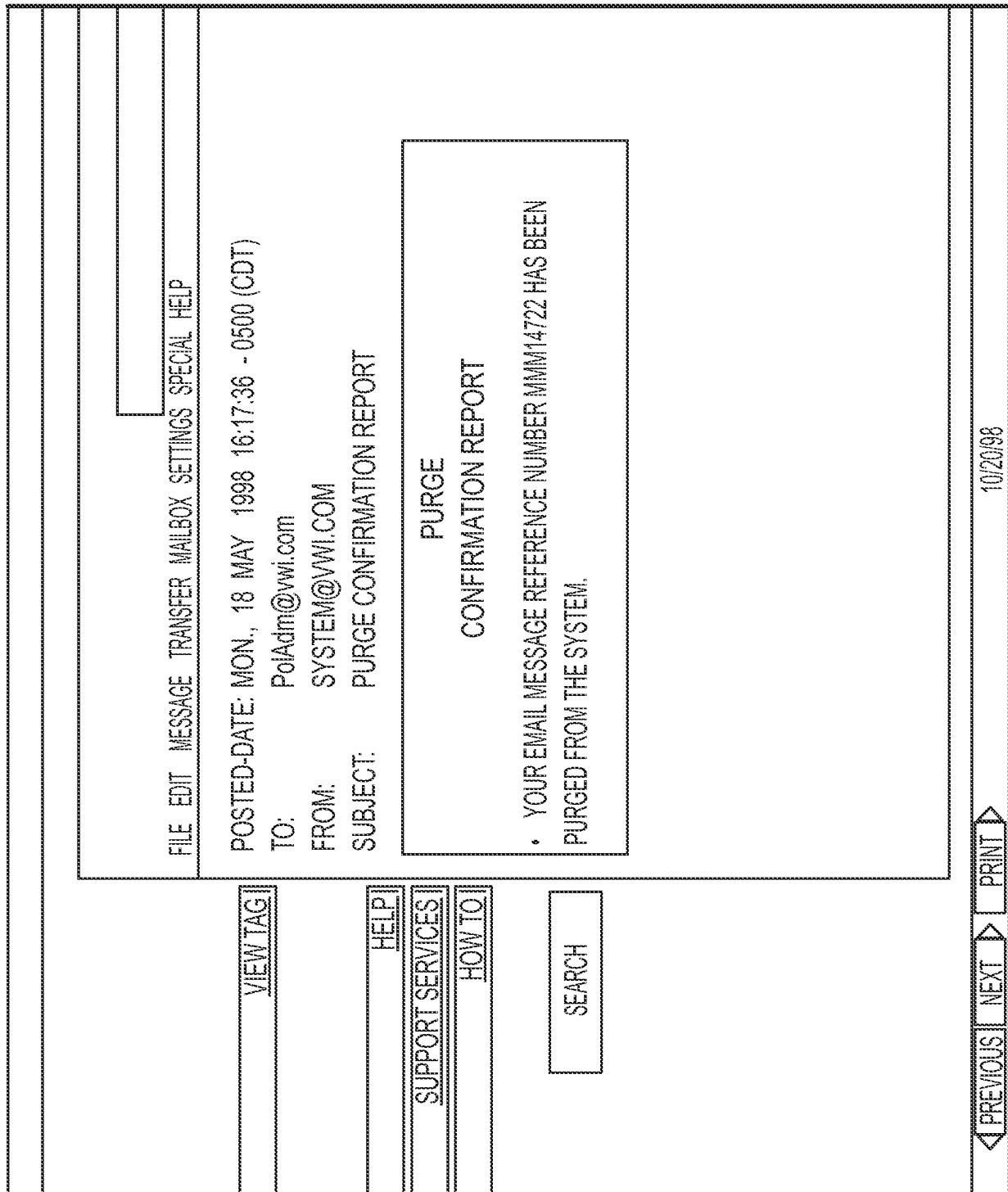


FIG. 12

INTRAMAIL

FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP

EMAIL CODE NUMBER: PEM 1000

VIEW TAG

POSTED-DATE: MON, 18 MAY 1998 16:17:36 -0500 (CDT)

TO: ANDREA JACOBSON <VIRT@VWVI.COM>

FROM: JANE DOE <JDOE@VWVI.COM>

HELP

SUPPORT SERVICES

SUBJECT: WEEKEND PLANS

ATTACHMENTS:

CC: \_\_\_\_\_

BCC: \_\_\_\_\_

ANDREA,

I'LL SEE YOU FRIDAY NIGHT. MY FLIGHT GETS IN AT 8 P.M. I'LL CALL  
YOU SOON AS I GET INTO TOWN.

JANE

◀ PREVIOUS ▶ NEXT ▶ PRINT ▶ SEND ▶ 10/20/98

FIG. 13

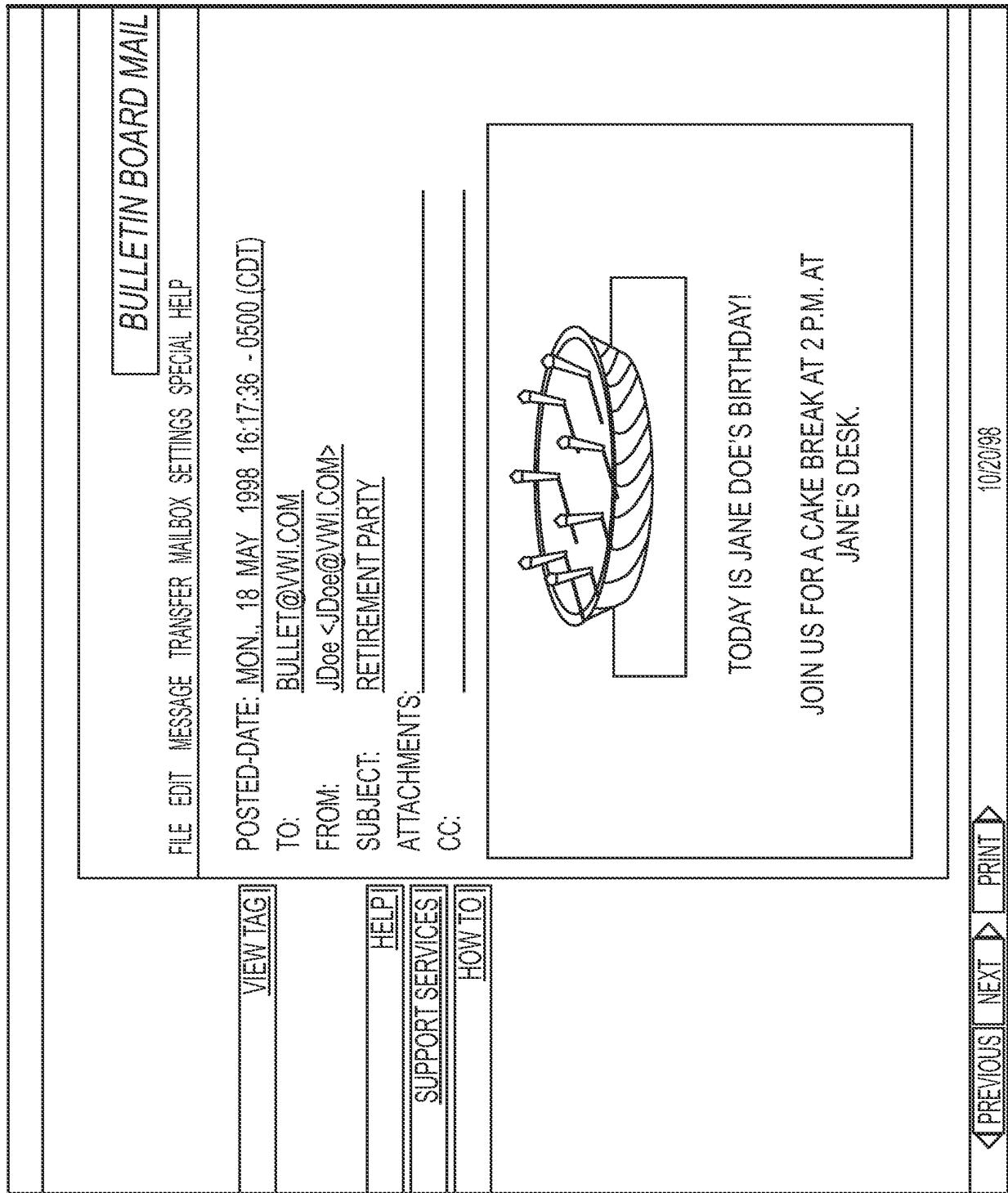


FIG. 14

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|--|--|--|--|
| <p>E-PROPOSAL</p> <p>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</p> <p>VIEW TAG</p> <p>REFERENCE NUMBER: PRO 14722</p> <p>POSTED-DATE: MON, 18 MAY 1998 16:17:36 -0500 (CDT)</p> <p>TO: ANDREA JACOBSON &lt;VIRT@VWI.COM&gt;</p> <p>FROM: JANE DOE &lt;JD0E@VWI.COM&gt;</p> <p>SUBJECT: PROJECT PROPOSAL PROCESS &amp; INFORMATION</p> <p>ATTACHMENTS: E-PROPOSAL</p> <p>CC:</p> <p>BCC:</p> <p>HELP</p> <p>SUPPORT SERVICES</p> <p>HOW TO</p> |  | <p>ANDREA,</p> <p>ATTACHED IS A COVER LETTER EXPLAINING OUR E-PROPOSAL AND CONTRACT POLICIES, PROCEDURES AND TERMS. PLEASE REVIEW THE ATTACHMENT CAREFULLY AND CONTACT US IF YOU HAVE ANY QUESTIONS OR CONCERNs.</p> <p>WE LOOK FORWARD TO WORKING WITH YOU.</p> <p>Jane Jones<br/>ACCOUNT MANAGER</p> | <p>◀ PREVIOUS</p> <p>NEXT ▶</p> <p>PRINT ▶</p> <p>SEND ▶</p> <p>102098</p> |
|--|--|--|--|

FIG. 15

|  |  |
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| <p style="text-align: center;"><b>E-PROPOSAL CONFIRMATION</b></p> <p>FILE EDIT MESSAGE TRANSFER MAILBOX SETTINGS SPECIAL HELP</p> <p><a href="#">VIEW TAG</a></p> <p>REFERENCE NUMBER: PRO 14722</p> <p>POSTED-DATE: MON, 18 MAY 1998 16:17:36 -0500 (CDT)</p> <p>TO: ANDREA JACOBSON &lt;VIRT@VVI.COM&gt;</p> <p>FROM: JANE DOE &lt;JDoe@VVI.COM&gt;</p> <p>SUBJECT: PROJECT PROPOSAL PROCESS &amp; INFORMATION</p> <p>ATTACHMENTS: E-PROPOSAL</p> <p>CC:</p> <p>BCC:</p> <p>PROPOSAL CONFIRMATION: MAY 18, 1998 16:19:30 -500 (CDT)</p> <p><a href="#">HELP</a></p> <p><a href="#">SUPPORT SERVICES</a></p> <p><a href="#">HOW TO</a></p> <p><a href="#">E-PROPOSAL</a></p> <p><a href="#">PREVIOUS</a> <a href="#">NEXT</a> <a href="#">PRINT</a> <a href="#">SEND</a> 10/21/98</p> |  |
|--|--|

FIG. 16